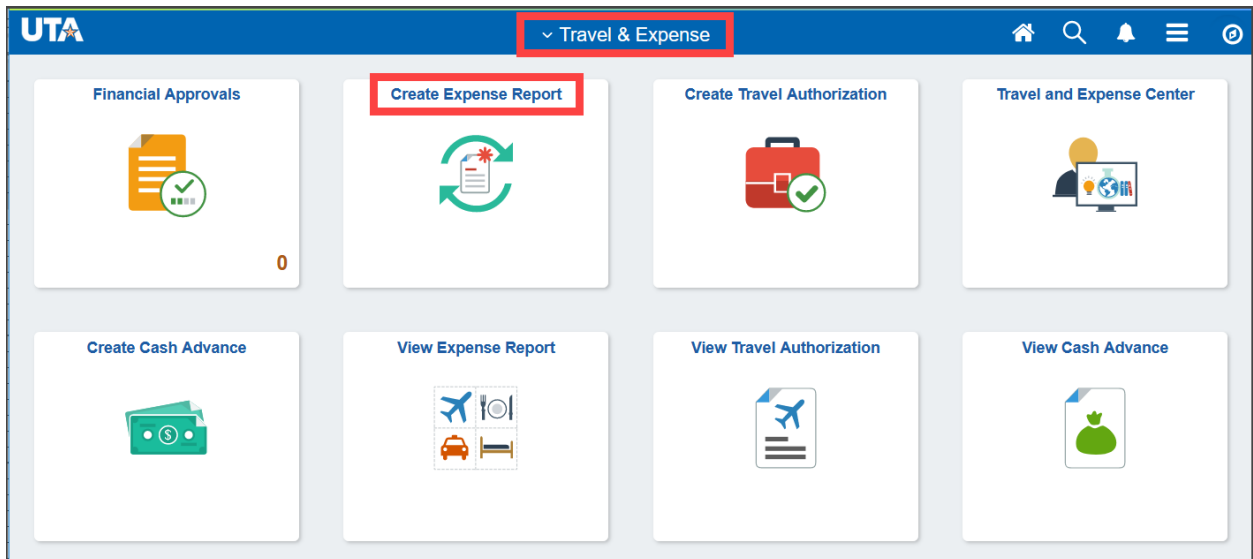


### Create Non-Travel Expense Report

The Expense Report page is used to process reimbursements for non-travel and travel expenses. Non-Travel reimbursements will be made to individuals for approved purchases made on behalf of the University. This includes reimbursements for, but not limited to: meals, entertainment expenses, registration fees or professional dues paid by the employee.

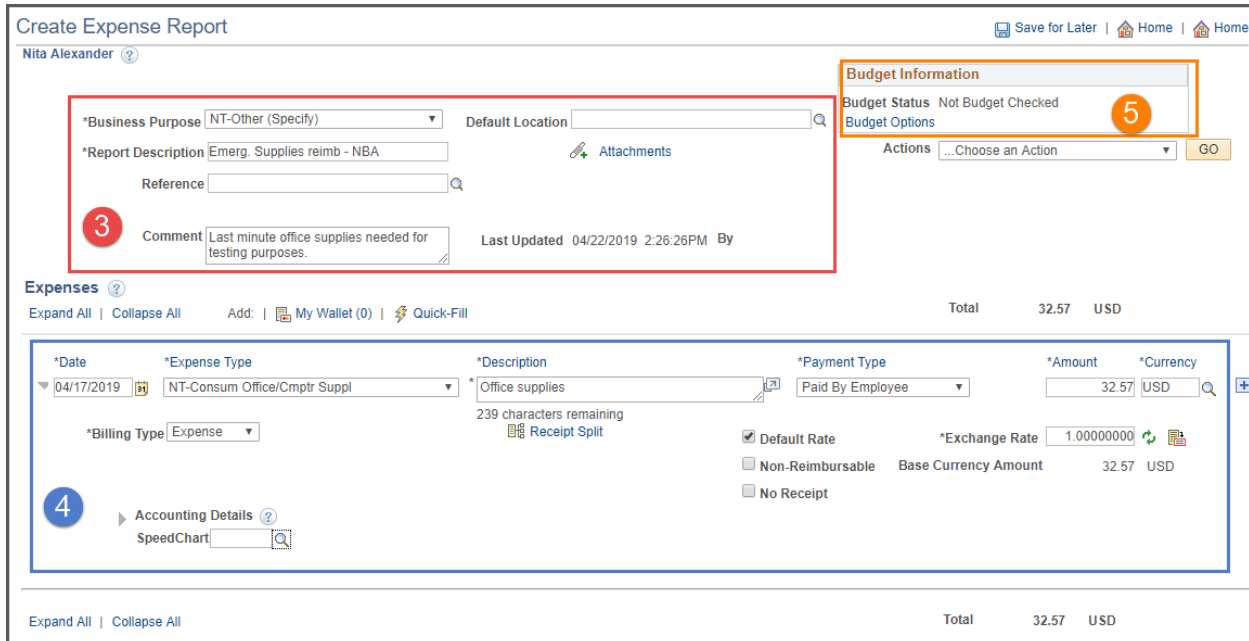
1. To Create a Non-Travel Expense Report begin by navigating to the **Travel & Expense Homepage** and clicking the **Create Expense Report Tile**.



Alternately, navigate to the page using the NavBar: **Navigator > Financials > Travel and Expenses > Expense Report > Create/Modify**.

2. The **Expense Report** page is displayed. From the **Add a New Value** tab, enter or lookup the **Empl ID** of the person receiving the reimbursement and click **Add**.
3. Complete the required fields under Create Expense Report.
  - a. For Non-Travel Expense Reports, **Business Purpose** should be set as **NT-Other (Specify)**.
  - b. Provide a brief (*30 characters or less*) explanation of the expense in the **Report Description** field.
  - c. The **Comment** field can be used to enter additional remarks for the reimbursement.
  - d. Use the **Attachments** link to attach all documentation/receipts/cover sheets necessary for the reimbursement. Accounts Payable prefers everything merged into one PDF document.
4. Complete the **Expenses** section. Individual lines are required for each receipt/expense.

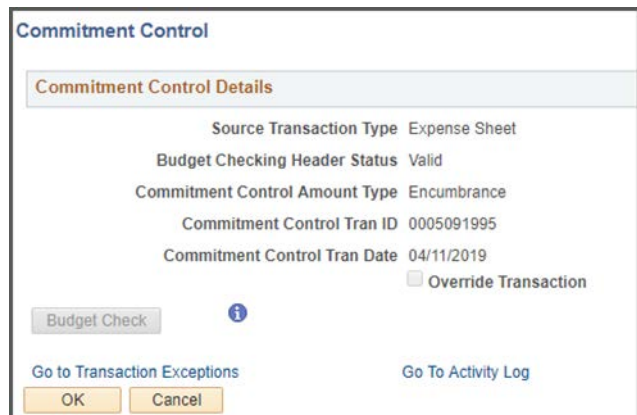
- a. Enter the **Date** of the expense.



- b. Enter the appropriate **Expense Type** for each line to be reimbursed:
  - i. For a Non-Travel Expense Report, all Expense Types should begin with **NT**
- c. The **Description** field is used to provide additional comments about the expense.
- d. Select the **Payment Type** (e.g. Paid by Employee).
- e. Enter in the exact **Amount** to be reimbursed.
- f. Depending on the **Expense Type** selected, fill out all other required fields marked with an asterisk \*.
- g. Click the **Accounting Detail** drop-arrow to view or modify the chartfield values for the expense line. Note, a default chartfield string will automatically populate on the TA based on the Travel Profile.
- h. Use the + and – links to the right of the line to add additional lines as needed. + -

5. Once all required fields are completed:

- a. Click the **Budget Options** link.
  - i. Click the **Budget Check** button.
  - ii. If budget checking is successful, you will see the status change from “Not Budget Checked” to “Valid”. Click **OK** to return to the main page of the ER.



**Note:** If budget checking is unsuccessful, click **Cancel** and verify/correct the Chartfield information and re-run the budget checking process.

- b. Once the ER is successfully budget checked, click the **Summary and Submit** link in the top right corner.
- c. From the Summary and Submit page, review the information and click **Submit Expense Report**.

**Note:** If changes are required, click the Expense Details link in the top right corner to return to the main page.

- d. Submit Confirmation is displayed detailing the person being reimbursed and the Amount Due. Click **Ok** to complete the Expense Report into workflow approvals.

Expense Report

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Submit Confirmation

Nita Alexander

Totals ?

Employee Expenses (1 Line)	32.57 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

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<b>Amount Due to Employee</b>	<b>32.57 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>
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